

DAVID Y. IGE
GOVERNOR



HAKIM OUANSAFI
EXECUTIVE DIRECTOR


BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

STATE OF HAWAII
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
HONOLULU, HAWAII 96817

IN REPLY PLEASE REFER TO:
17:CPO/382

December 12, 2017

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Invitation for Bids No. PMB-2017-53, Addendum No. 1
Written Translation Services of Various Violence Against Women Act
Documents for the Hawaii Public Housing Authority

This Addendum No. 1 is to: 1) amend the IFB; and 2) provide responses to written questions received up until December 11, 2017.

Part I – Amendments to the IFB:

1. **Add** a new paragraph to page 16 under Section, II.A.6. Insurance Requirements as follows:

“Errors and Omissions - The Successful Offeror shall obtain and maintain errors and omissions professional liability coverage at its own expense at a minimum of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.”

2. **Add** a new subsection, III.A.xii to page 25 under Section III. Scope of Work, A.1. Translation Quality and Accuracy as follows:

“xii. Each translated document shall include as a footer identifying the language on the bottom right corner of each document in all capital letters in seven (7) point type.”

3. **Delete in its entirety and replace** subsection f. on page 29 under Section C. Payment with:

“f. The Successful Bidder shall submit one (1) invoice, upon completion of each translated document, for services rendered to:

Hawaii Public Housing Authority
Attn: Property Mgmt. and Maintenance Services Branch
1002 N. School Street
Honolulu, HI 96817

Upon receipt of the invoice, the HPHA shall date stamp the invoice, and use this receipt date to calculate the 30-day payment period. For the purposes of this paragraph, the Successful Offeror's invoice date shall not be considered."

4. **Delete in its entirety** subsection 4. Fee Schedule on page 27 under Section III.A.
5. **Revise** subsection II.D. Single or multi-term contracts to be awarded on page 20 under Section II.General Requirements as follows:

Initial term of contract: **45** calendar days

Length of each extension: Up to 30 calendar days

Maximum length of contract: **75** calendar days

6. All other terms and conditions of the IFB shall remain the same.

Part II – Written Questions and Responses:

1. The corporation has no employees. Moreover, all of the linguists that I work with are independent contractors. Given this, how should I handle all of the IFB stipulations which pertain to employees? These stipulations include but are not limited to:
 - a. Proof of compliance with Chapter 383, HRS, unemployment insurance.
 - b. Proof of compliance with Chapter 386, HRS, workers' compensation.
 - c. Proof of compliance with Chapter 392, HRS, temporary disability insurance

Response:

To determine if a business is exempt from Chapter 383, 386, and 392 HRS, please contact the Department of Labor and Industrial Relations at:

Division / Office	Phone	Email
Unemployment Insurance Division	(808) 586-8926	dlir.unemployment@hawaii.gov
Disability Compensation Division – Workers' Comp Info	(808) 586-9161	dlir.workcomp@hawaii.gov
Disability Compensation Division – Temporary Disability	(808) 586-9188	dlir.tempdisabilityins@hawaii.gov

2. Regarding proof of compliance with Chapter 393, HRS, prepaid healthcare, given the organizational structure of my corporation, do I need to show evidence of health insurance for myself as president of the corporation?

Response:

To determine if a business is exempt from Chapter 393, HRS, prepaid healthcare, please contact

Division / Office	Phone	Email
Disability Compensation Division – Prepaid Healthcare	(808) 586-9188	dlir.prepaidhealthcare@hawaii.gov

3. Given my corporate structure (no employees) and independent contractor status of the linguists I work with, who work remotely in various countries at their own locations (also not employees), my understanding is that the insurance requirements are not relevant given my business structure. Can you please confirm this, or elaborate.

Response:

The insurance requirements listed on pages 16–17 of the IFB shall be required from the Successful Bidder.

4. Regarding the Wage Certificate that needs to be submitted, since there are no employees in the business structure, is this relevant for my application?

Response:

Attachment 1, Wage Certificate is required to be signed and submitted by all interested offerors to be deemed a responsive offeror and be considered for an award.

5. Regarding the *Corporate Resolution evidencing who is authorized to sign bid and contractual documents*, since I am the owner and we have no employees, do I need to create a document signed by myself as President whereby I authorize myself to sign documents or would that be redundant?

Response:

A corporate resolution is subject to how the organization is established. See Exhibit 1 – Sample Corporate Resolution.

6. Regarding the translatable documents, are they available in electronic format? MS Word would be ideal. If MS Word is not available a PDF is the second best option. If these documents are available in electronic format **this would reduce the formatting costs.** If they are NOT available in electronic format, the documents would have to be OCR scanned and proofread to produce a master English language version adding to the overall project cost. If we have to produce a master English language set, would your office be able to provide the State seals as graphics that we could embed in the documents?

Response:

The HPHA will provide the Successful Offeror with a PDF version of all documents to be translated.

7. It is assumed that the words "ATTACHMENT 13", "ATTACHMENT 14" and so that appear in the upper right corner of all translatable documents are for internal use and do not need to appear in the final translations.

Response:

Yes, the words "ATTACHMENT 13 and "ATTCHMENT 14" are for IFB identification purposes and do not need to appear in the final translations.

8. Should the final documents have a language identifier in the footer? This is a helpful addition not mentioned in the IFB. We suggest small (7 pt type) of the language name in all capitals in the bottom right corner to help English speakers identify the language of the document they are handling.

Response:

Yes, see Amendment No. 2 in Part I – Amendment to IFB of this addendum.

9. Typically with a contract this size, we like to bill 1/3 of the total contract amount upon award, 1/3 upon delivery of the files and 1/3 at 30 days net. Is this arrangement possible?

Response:

The HPHA is unable to pre-pay for services. The Successful Bidder may submit an invoice upon completion of each translated document.

Section 103-10, HRS, provides that the HPHA shall have 30 calendar days after receipt of invoice or satisfactory delivery of goods or performance of the services to make payment. For this reason, the HPHA will reject any bid submitted with a condition requiring payment within a shorter period. Further, the HPHA will reject any bid submitted with a condition requiring interest payments greater than that allowed by section 103-10, HRS, as amended.

10. Please, can we also get the RFP, specifically the documents to be translated and the forms to be filled out such as price sheet and other in a word format so that we will be able to type over and edit them?

Response:

Attachments 1 and 2 are available in MS Word format upon request. Please contact the IFB Coordinator.

11. Can we submit our proposal to you through email or online?

Response:

No, sealed bids must be hand delivered or postmarked by United States Postal Service (USPS) and delivered to the HPHA Central Files Office located at 1002 North School Street, Building D, Honolulu, Hawaii 96817 not later than 10:00 a.m. HST, Wednesday, December 20, 2017. Other methods of delivery services shall be considered hand deliveries and considered submitted on the actual date and time received at the HPHA Central Files Office. Sealed bids post-marked prior to the specified bid due date and time but received after the specified bid due date and time shall be considered late and shall be rejected. **Electronic mail or facsimile submissions of the Bid Offer shall not be accepted.**

Bids offers shall be submitted in a sealed envelope identified as a sealed bid in response to this IFB (IFB No. PMB-2017-53). Any bid document submissions not sealed and identified with the IFB number on the envelope or submitted via electronic mail or facsimile shall be automatically rejected. There shall be no exceptions to this requirement.

If you have any questions, please call Rick Sogawa, IFB Coordinator at (808) 832-6038. Thank you.

